

Winneconne Public Library Board of Trustees

Meeting Minutes

Saturday, February 12, 2011

Meeting called to order by Library Director, Holly Selwitschka at 9:02 am.

ROLL CALL

Present: Harvey Rengstorf, Mary Brefeld, Kathy Sasse, Sue Davies, Andy Beiser, Andy Boehnlein

Absent: Jody Running, Jeff Jensen

Also Present: Holly Selwitschka, Jean Thyssen

MINUTES

Motion made by Rengstorf to approve the minutes from the January 8, 2011.

Second: Brefeld

Vote: Unanimous

FINAL 2010 and FEBRUARY 2011 VOUCHERS PAYABLE/FINANCIAL REPORT

Holly handed out an updated version of the 2010 final expenditures that included the final allocations from the Village for utilities and services provided. Holly went over the reconciled budget and explained the differences in the projected expenditures from the actual expenditures and allocations. In the end, \$4,694.14 remains in the 2010 budget. Davies questioned whether the carryover of funds required that the funds also be restricted for library use. Holly explained that funds carried over must be designated for a specific purpose in order to be carried over, but agreed to check with Steve to make sure we are using the correct procedure. She also agreed to check into the best method for setting funds aside for capital improvement projects in the future, such as replacing the carpet.

Motion made by Brefeld to approve payment of all bills and financial reports.

Second: Sasse

Vote: Unanimous

Motion by Sasse to approve the carryover of \$4,600 (\$1200 for an additional circulation station, \$1200 for an addition to the new book shelf, and \$2200 for future carpet replacement) from the 2010 budget year to 2011.

Second: Brefeld

Vote: Unanimous

Motion by Sasse to close out the 2010 budget year.

Second: Davies

Vote: Unanimous

PUBLIC PARTICIPATION

None

DIRECTORS REPORT

- Holly provided an update about the progress of the search for a new seasonal part-time library clerk. Three applicants out of 20 will be interviewed next week.
- Regular programs are going on in February, with story times starting again the last Tuesday.
- January's patron count shows an increase from last January, but the circulation was down. Holly reported that she expected usage to start leveling out more this year, rather than seeing the large increases that we've seen the past three years.
- Holly presented a new policy to the board on patron responsibilities and conduct.

Motion by Brefeld to approved the Patron Responsibilities and Conduct Policy.

Second: Sasse

Vote: Unanimous

- There were no highlights to report from the Village Board meeting last month. Holly told the board that Steve Volkert had written a murder mystery starring Andy Beiser that will be held at the Fin n Feather to raise money for a charity.
- Holly told the board about an article she helped write in the paper that featured good books to read. She also informed the board about the job ad that ran in the paper. The first week, the job description ran instead of the ad (I attached the wrong document and didn't get feedback about the ad before it ran). The second week, we got it straightened out and ran the correct ad. The paper cut us a break on the cost because they assumed partial responsibility for the mistake, as well.
- A patron who'd visited the Coughlin Room last year recently donated a book and wrote a nice letter about how much he enjoyed the resource and the service he received from staff when using the room the year before. Holly passed the letter around.

REVIEW LIBRARY OPEN HOURS SURVEY

Leave on agenda for a later date.

STRATEGIC PLANNING UPDATE

Holly reminded the board that the first meeting for strategic planning, since January meeting was canceled due to inclement weather, will be February 21 from 6:30 to 7:30. Brefeld asked for clarification of the meeting dates. Holly informed the board that the meeting dates are the third Monday of each month from 6:30-7:30. She is planning to complete the planning process by May, and will try to keep the process as simple as possible.

REVIEW AND APPROVE ANNUAL REPORT

Holly pointed out two corrections/ additions to the board's copies of the annual report. In section 11, number 9, the adjacent counties needed to be named. The statement about the effectiveness of Winnefox services did not get saved to the document itself, so Holly printed it and attached it to the end. She read the statement aloud to the board members.

Motion by Brefeld to approve the Annual Report

Second: Beiser

Vote: Unanimous

Closed Session - postponed until next month.

ITEMS FOR NEXT MEETING AGENDA

Hours Survey

New Policy

Closed Session for any discussion about personnel matters

Strategic Planning Update

Next Meeting date is set for March 12^h, 2011 at 9am.

Motion made by Brefeld to adjourn at 9:37 am.

Second: Sasse

Vote: Unanimous